

A MARKET FOR THE HOLIDAYS

SATURDAY, NOVEMBER 27, 2021, 9AM-1PM

OUTDOORS AT 6309 CHURCH STREET



Sponsored by Chincoteage Cultural Alliance



VENDOR APPLICATION FORM

IMPORTANT NOTE: If you have not been a 2021 Chincoteague Island Farmers and Artisans Market vendor already, you need to read the accompanying fact sheet (page 3-4) and complete the Farmers and Artisans Market Application Form (page 5-6).

Name *please print* _____ Best phone # to reach me _____

Enclosed is my payment for:

- \$25 - Standard site** (10'x10')
does not allow parking at your tent/canopy. You may drive in to drop off tent/merchandise.
- \$35 - Large site** (10' x up to 28') **includes space for your vehicle** plus tent/canopy.
- \$50 - Porch site** (5'x15') have a roof so tent is not needed.
SOLD OUT
- \$10 LATE FEE - Payable if registration is not received by November 20.**
Allow time for mail delivery. Consider Priority or Express Mail.

Note: incorrect calculations or incomplete forms will be returned for correction before processing.

- **Pay by check, money order or credit card ONLY. No cash.** Make checks payable to "CCA".
- **For credit card payment,** use CCA Markets Credit Card Authorization Form (on reverse or available online at www.Chincoteagueca.org)
- **Payments are NOT refundable. THIS IS A RAIN OR SHINE EVENT.** Credits will be issued only when CCA cancels an event, not early closing.
- **Delivery options:** 1) Vendor drop box on front porch of CCA, 6309 Church Street, 2) bring to CCA Information Booth during a Market event, or 3) mail to: Markets Manager Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336.
- This form is an extension of your master application form and all signed agreements. **Keep a copy** for your records.

- I'm enclosing Check or Money Order # _____
- I'm filling out the CCA Credit Card Authorization Form. (See Page 2)
The last 4 digits of my credit card # are _____



2021 Markets One-Time Credit Card Authorization Form

Please sign and complete this form to authorize the Chincoteague Cultural Alliance (CCA) to make a one-time charge to your credit card listed below. Each credit card transaction requires a new Credit Card Authorization Form completed by you.

Return this Form with your Chincoteague Island Farmers & Artisans Market Payment Form

- Total registration fees.....\$ _____
- Plus Convenience fee for using a credit card.....\$ 2.00

AMOUNT FOR CREDIT CARD AUTHORIZATION.....TOTAL \$ _____

Payment Authorization:

I _____ authorize the Chincoteague Cultural Alliance to charge my credit card account for a one-time payment of \$ _____.

BILLING ADDRESS _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Account Type: Visa MasterCard Discover AMEX

Cardholder Name: _____

Account Number: _____

Expiration Date: _____ CVV Code*: _____

**CVV Code is the 3-digit number on back of Visa, MC and Discover or 4-digit number on AMEX*

Signature _____ **Date** _____

I authorize the Chincoteague Cultural Alliance to charge the credit card indicated in this authorization form according to the terms agreed to above only. I certify that I am an authorized user of the credit card and that I will not dispute it with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.

Questions? Contact CCA Markets Manager by phone or text at 717-495-7155 or email at marketsmgr@gmail.com



When & Where

- **The Saturday after Thanksgiving, November 27**
- **9 AM-1 PM;** Set-up time: 7:45-8:45 AM
- **Outdoors** at CCA's Community Center for the Arts, **6309 Church Street, Chincoteague**
- Market is **RAIN OR SHINE.** Only if extreme weather causes the event to be cancelled by CCA will vendor site fees be refunded.

Vendor Eligibility

- Farm vendors are required to sell products they grow, raise, catch, or make with ingredients/materials from their farm. They may sell products from other sources, but at least 50% must be direct from their farm.
- Art and crafts may be made from manufactured materials provided that a substantial part of their value is from work of the vendor or vendor's family/staff.
- Vendors may also sell antiques, collectibles, and used household or business goods.
- Sales representatives for products or services not vendor created or finished, such as direct sales and purchased wholesale goods, are not permitted.

CCA Responsibilities

- CCA will have a Market Manager on site at all times.
- CCA will provide a portable restroom and free parking for vendors in a designated area.
- CCA will utilize a variety of print, radio, social media and local signage to promote the Market.

Vendor Responsibilities

- Vendors are NOT required to have a Chincoteague business license.
- Virginia state law requires vendors to collect Retail Sales and Use Tax. For information visit: www.tax.virginia.gov/retail-sales-and-use-tax.
- Vendors are required to keep all inventory and equipment within your assigned site.
- Vendors handle their own sales transactions.
- Please label your items with contact info (e.g. email, phone #, social media) so customers can reach you.
- Canopies and tents must be well anchored with weights for safety.
- Banners should be mounted on front or rear of booth only. Side mounting restricts ventilation and obstructs visibility.

Health & Safety Requirements Due to COVID-19

Based on current state and local requirements, **we strongly recommend:**

- Everyone, vaccinated or not, wear a mask for the health and safety of themselves and others.
- Vendors limit the congregation of customers at your site by encouraging social distancing.
- Vendors have sanitizer spray or wipes available for yourself and customers.

Food samples are allowed **ONLY** if individually pre-packaged before bringing to the market.

6/1/21

- Clean up before you clear out. You are responsible for taking your "leftovers" with you.
- We recommend no sales before 9 AM.
- NO CLOSING UP before scheduled closing times unless closing is announced by the Market Manager (e.g. for a NOAA-declared weather emergency).
- If a family emergency or circumstance requires you to leave early, notify the Markets Manager BEFORE packing up.
- Be prepared to protect your products from the weather.
- CCA Market area is a smoke-free environment. Smoking, including vaping, is permitted only in the parking lot.
- Be considerate of other vendors and customers who indicate that they have allergies or sensitivities to fragrances, fumes, etc. coming from your site.
- Generators can be used if they are in good working order, low decibel and approved by management.
- No vendor pets onsite except certified service dogs. Emotional Support Animals require a letter from a medical professional on their letterhead stating the animal is important to your psychological well being.
- No animals, tobacco, alcohol, firearms, or any illegal product or service can be sold.
- Market vendors are expected to behave in a professional and civil manner to customers, other vendors and CCA volunteers. Unprofessional behavior, such as public arguments, harassment, physical violence,



bullying or targeted aggression, will not be tolerated or condoned.

- CCA reserves the right to evict any vendor for any rules violations.

SITE ASSIGNMENTS

- Market vendors are assigned sites by the Crew Chiefs upon arrival. There are no holds on particular sites.

REGISTRATION & PAYMENT

- Preregistration is required for the Market.
- Payment is by check or money order payable to CCA, or by credit card. **No cash please.**
- Payments can be: 1) left in the vendor drop box on the front porch of CCA, 2) dropped off at the CCA Information Booth on market days or 3) mailed to Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336.
- For credit card payment, use Credit Card Authorization Form included in the CCA Markets Application package.
- **Payment must be received no later than November 22.** Allow time for mail delivery. (Consider priority or overnight mail if needed.)
- Late payments incur an additional \$10 fee
- Registration payments are non-refundable. Remember, **MARKETS ARE RAIN OR SHINE.** Credit is only issued when the Markets Manager cancels the event prior to opening. No date swaps are permitted.
- Incomplete or unsigned forms will not be processed.

Important Responsibilities for All Food Vendors

- You must meet all applicable local, state and federal agricultural requirements plus health and sanitation codes.
- See the Cooperative Extension "Going to Market" publication included with the CCA Markets Application package for state guidelines.
- Complete product labeling as directed in the Virginia Cooperative Extension "Going to Market" publication.
- Scales, weights and measures must be accurate and in compliance.
- We are subject to inspection by USDA and County Health Department. Be ready.
- No ice dumping.

Vendors offering prepared foods or beverages from truck, trailer or cart must obtain:

- Annual license from Accomack County Health Department
- Chincoteague Meals Tax Permit

Please refer all questions and concerns to:

Markets Manager, Alex Hubb
717-495-7155 (call or text)
marketsmgr@gmail.com



2021 FARMERS & ARTISANS MARKET APPLICATION FORM

To be a vendor at the CCA Market:

- 1) Complete this **master application form** once a year. Submit it with your first market payment.
- 2) Complete the **payment form** for the date(s) of your choice and submit with payment.
- 3) You can submit payment forms throughout the market season but **paying for multiple dates at once will save you money.**

PLEASE PRINT CLEARLY

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Best phone number(s) to reach you _____

E-Mail _____ Website _____

Who will be staffing your Market site? Name _____ Phone _____

Name _____ Phone _____

A) WHAT WILL YOU BE SELLING? CHECK ALL THAT APPLY

Please include sample photos/images of your vendor-made products

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Produce | <input type="checkbox"/> Skincare, soaps, etc. | <input type="checkbox"/> Carved birds/boats, etc. | <input type="checkbox"/> Antiques/vintage |
| <input type="checkbox"/> Seafood | <input type="checkbox"/> Fabric items | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Seasonal items |
| <input type="checkbox"/> Meat/eggs/dairy | <input type="checkbox"/> Clothing | <input type="checkbox"/> Woodwork | <input type="checkbox"/> Yard sale items |
| <input type="checkbox"/> Honey/jam/pickles/etc. | <input type="checkbox"/> Pottery | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Non-profit org. display |
| <input type="checkbox"/> Baked goods/candy/snacks | <input type="checkbox"/> Paintings/prints/2-D art | <input type="checkbox"/> Sculpture/3-D art | |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Photos | <input type="checkbox"/> Other (describe) _____ | |

Complete this agreement & keep a copy of this form for your records

I have read, understand and will abide by all of the policies, requirements and responsibilities as stated in the 2021 Chincoteague Cultural Alliance Markets Fact Sheet, including the requirements because of COVID-19 and the Hold Harmless Agreement below

I, _____ (print please) as individual or owner of business (name) _____
 _____ agree that the Chincoteague Cultural Alliance and its respective officers, volunteers, agents, and consultants are not liable for any bodily injury, death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for, or participation in the CCA Markets whether such injury, theft or damage occurred prior, during, or after the Market. The above named (person/business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and its respective officers, volunteers, agents and consultants for and against any claims which include bodily injury, death, theft, or damage, including attorney fees. I understand that it is recommended that I carry my own general liability and product liability insurance. Liability insurance is not provided by this event sponsor. Participation in the CCA Markets by the above named (person/business) without adequate or proper insurance is at the person/business's own risk. I have attached a certificate of insurance to this application if applicable.

Signature: _____ **Date:** _____

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.

B) HOW SHOULD CCA DESCRIBE YOUR PRODUCTS FOR PUBLICITY PURPOSES?

For social media (e.g. Facebook) and other Market promotions where individual vendors are listed, we need a very brief description of your products. Maximum length: 35 characters, including spaces and punctuation.

Write your description in the boxes below:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

For example:

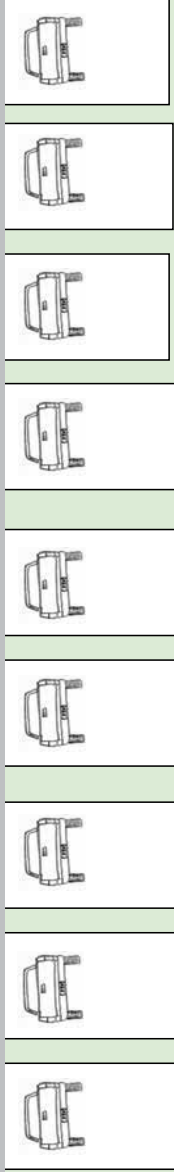
K	n	i	t	&	C	r	o	c	h	e	t	I	t	e	m	s																
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tips:

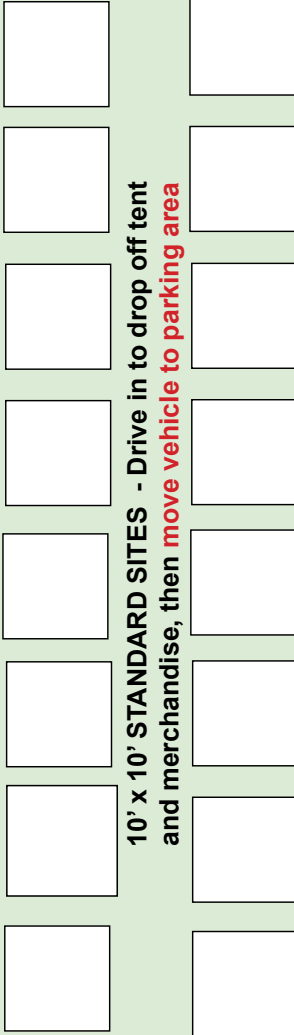
- Be succinct. If you can describe your product line with fewer than 35 characters, do so. Shorter is easier for readers to grasp and remember.
- Focus on nouns (e.g., jewelry, seafood, artwork) and avoid adjectives (e.g., fresh, rustic, unique) unless they help to narrow a broad product category. For example: "seaglass art" instead of "art".
- If you offer a wide variety of products, focus on your key products or those products that set you apart from other vendors.
- Your product description will be preceded by your business name, or if you have none, by your own name. For example: *Seven Oaks Farm - Produce, Eggs* or *Ann Wilson - Furniture, Home Decor*
- If your business name contains the name of your key product, use the product description to be more explicit and avoid repetitive text. For example: *Phil's Photography - Wildlife and Nature Photos*.
- If you do not provide a description, CCA will create one for you based on the products checked on page 1. CCA also reserves the right to edit vendor-provided descriptions for space and consistency.

SCHOOL ST

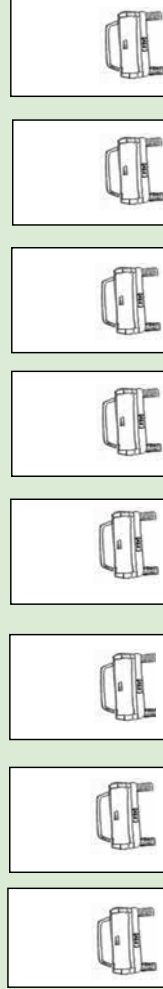
Chicotague Island
FARMERS & ARTISANS
MARKET
6309 Church St.



10' x up to 28' LARGE SITES - Vehicle or trailer remains on site

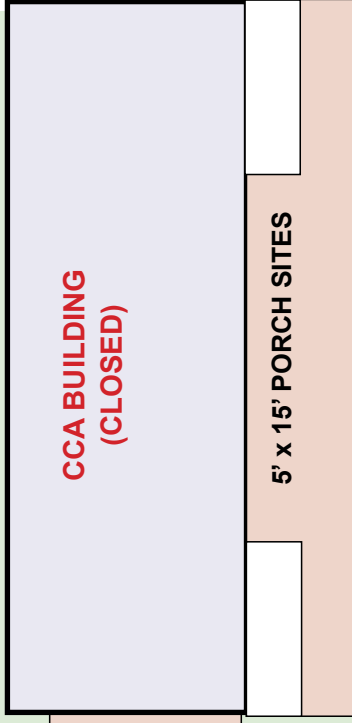


10' x 10' STANDARD SITES - Drive in to drop off tent and merchandise, then **move vehicle to parking area**



10' x up to 28' LARGE SITES - Vehicle or trailer remains on site

S T A G E



5' x 15' PORCH SITES

10' x 10' STANDARD SITES

Drive up to drop off tent and merchandise, then **move vehicle to parking area**

PARKING

CHURCH ST

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GOING TO MARKET



A Guide to Selling Raw, Processed and Prepared Food Products from Your Home, at Farmers' Markets, Stores & Roadside Stands

Do I need to get inspected? By whom?

On the following pages Farm Market & Food Service Vendors will find the answers to these questions, which vary depending on the type of food product and preparation process used. The contact information for permitting and/or inspection requirements is on the back page.

By: Renee Boyer, Associate Professor, Extension Specialist & Joell Eifert, Director of Food Innovations Center, Food Science & Technology Department, Virginia Tech

*Acknowledgements go to Cathryn Kloetzli, Former Horticulture Extension agent & Rachel Wallace, Summer Intern 2012 for originally creating this publication

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FOOD SERVICE VENDORS

Those who prepare food on site at a Farmer's Market

Food Service Vendors, except those offering for sale primarily packaged food products or samples of such products not subject to Virginia Department of Health (VDH) inspection, must obtain a VDH food establishment permit. The local health department issues these permits and inspects food service vendors. Vendors who do not hold a food establishment or mobile food establishment permit need to apply to the local health department for a temporary food establishment permit and submit the applicable fee at least 10 days prior to operation.

Food Service Vendors must have:

- 1) An on-site warewashing set up that includes three basins: one each for washing, rinsing, and sanitizing. The appropriate strength of sanitizing solution should be used and confirmed with the appropriate sanitizer test strips. Wares should be cleaned and sanitized after use with raw animal foods and before use with ready-to-eat foods, including raw fruits and vegetables, or if they have been contaminated.
- 2) An on-site handwashing station is also required. Hands must be washed frequently including before beginning food preparation or putting on gloves; and after eating, drinking, smoking, using the restroom, handling raw animal foods, or whenever the hands may have been contaminated. Avoid bare-hand contact with ready-to-eat foods by using gloves, tongs, deli paper, etc. Don't work if you are sick.
- 3) Overhead protection for vendor operation is required (tent, canopy, awning, table umbrella, permanent structure, etc.). Food preparation must occur on smooth cleanable surfaces such as tables. Slicing must be done on cutting boards. Use wrapping or other effective barriers to protect from customer handling. Stored food should be in a clean, dry location, at least 6 inches off the ground.

TCS foods ** must be kept hot, at 135°F or higher, or cold, at 41°F or lower. Use a calibrated metal stem thermometer to ensure you are meeting the required temperatures. Ice should be drained frequently at an approved dump site.

**Time and Temperature Controlled for Safety (TCS) Foods: Please see important note in bottom right of previous page.

VDH, VDACS & VCE CONTACTS FOR MORE INFORMATION

Your local agency contact	Name	Address	Phone number	e-mail
Virginia Cooperative Extension				
Virginia Department of Health Inspector				
Virginia Department of Agriculture and Consumer Services Inspector	Kim Barnes		757-363-3840	kimberly.barnes@vdacs.virginia.gov

Virginia Tech Food Innovations Program*:
Food Product Testing Services

Farmers' Market Resources:
Virginia Growin:
[www.vdacs.virginia.gov/vagrowin/firmsmkt-farmvend.shtml](http://www.vafma.org)

Website:
<http://ext.vt.edu/food-health/food-innovations.html>
Virginia Farmers' Market Association:
<http://www.vafma.org>

*please fill out the "Ask a Question" or "Request an evaluation form" for the quickest response!

FARM MARKET VENDORS : Inspected by VDACS unless vendor prepared food and samples at the market (see food service vendor)

VDACS INSPECTION REQUIRED		VDACS INSPECTION REQUIRED: UNLESS EXEMPTION CONDITIONS BELOW ARE MET		VDACS LICENSE REQUIRED	
MEAT		ACIDIFIED CANNED FOODS *		BAKED GOODS, JAMS AND ... *	
<p>All meat that is to be sold must be slaughtered at a USDA/state-inspected facility.</p> <p>The VDACS Office of Meat and Poultry Services (OMPS) provides free inspections for amenable species (cattle, hogs, sheep, goats, chickens, turkeys, ducks, geese, guineas, ratites and squabs).</p>	<p>All dairy products to be sold must be inspected. Sale of raw milk is prohibited.</p> <p>Sale of cheese made from raw milk must be aged at least sixty days above 35 degrees.</p> <p>Contact the VDACS Office of Dairy & Foods.</p>	<p>Acidified low-acid foods (pickled products, salsa, pumpkin/sweet potato butter, barbecue sauces, chow-chow, relishes, hot pepper jelly, hot sauces, garlic in oil, etc.) must achieve a pH of 4.6 or lower (verified by an electronic pH meter you purchase). Low-acid canned foods are not permitted to be made in the home.</p>	<p>Includes jams and jellies (no low-acid ingredients), candies, dried fruits/herbs/seasonings/mixes (uncoated nuts, flavored) vinegars, popcorn (balls), cotton candy, dried pasta, roasted coffee, dried tea, cereals, trail mixes and granola and baked goods that don't require time or temperature control.</p>	<p>Those who process & prepare honey in their private residence from hives they own, who sell less than 250 gallons of honey a year, & who do not process or sell other food products (except as noted here) are exempt from inspection.</p>	<p>If you grow and sell fresh produce, and make <\$25,000 in annual sales (3 yr. avg), you are not covered under the Produce Safety Rule and do not need to be inspected.</p> <p>Growers that make >\$25,000 may fall under the PSR and may need to be inspected.</p> <p>operations and farm raised mushrooms are considered produce regulated by the PSR (not covered if <\$25K).</p> <p>Wild mushrooms require VDACS food safety applications harvesting and retail sales.</p>
<p>EXEMPTIONS</p> <ul style="list-style-type: none"> 1,000 Bird Exemption >20,000 Bird Exemption Custom Exemption: with permit from OMPS, allows businesses to slaughter animals, only for their owners consumption, without an inspector present. 	<p>LABELLING</p> <ul style="list-style-type: none"> Product Name Net Weight Ingredient Statement Name & Address of Manufacturer/ Distributor Sell-by date 	<p>LABELLING</p> <p>The standard label must contain:</p> <ul style="list-style-type: none"> Product name Net weight Ingredient statement Name & address of manufacturer/distributor/packer Nutritional labeling (exemptions apply) List of allergens NOT FOR RESALE – PREPARED WITHOUT STATE INSPECTION 	<p>LABELLING</p> <p>The standard label must contain:</p> <ul style="list-style-type: none"> Product name Net weight Ingredient statement Name & address of manufacturer/distributor/packer Nutritional labeling (exemptions apply) List of allergens NOT FOR RESALE – PREPARED WITHOUT STATE INSPECTION 	<p>LABELLING</p> <p>The standard label must contain:</p> <ul style="list-style-type: none"> Product name Net weight Safe Handling Instructions Name & Address of Packer Grade (AA, A, B) or "Upgraded" if not inspected 	<p>LABELLING</p> <p>Product Name (term "fresh eggs" can only be used if product meets requirement for Grade A or higher)</p> <p>Safe Handling Instructions</p> <p>Name & Address of Packer</p> <p>Grade (AA, A, B) or "Upgraded" if not inspected</p>
<p>LABELLING</p> <ul style="list-style-type: none"> Product Name Net Weight List of Ingredients Name/address of Responsible Party Inspection Legend (plant number that did the work) Safe Handling Statement <p>For Custom Exemption: NOT FOR SALE; 20,000 Bird Poultry Exemption Label, if applicable.</p>	<p>AT MARKET</p> <p>Keep frozen products frozen and other products at 41°F or lower. If storing products on ice, drain often.</p> <p>Products offered as samples should be prepped on-site or in your VDACS approved facility.</p> <p>Un-refrigerated samples may be left out for tasting no more than 4 hours (any leftovers then cannot be re-cooled or used again, they must be thrown away).</p>	<p>AT MARKET</p> <p>You must also have a label displaying the name, physical address and telephone number of the person preparing the food product and the date the food product was processed.</p>	<p>AT MARKET</p> <p>Cover baked goods to protect them from environmental contaminants, such as flies and dirt.</p> <p>If providing samples, prepare them at your VDACS approved and inspected facility prior to arriving at the market.</p> <p>Cut baked goods into pieces at your inspected facility, place them on a tray, insert a toothpick into each piece, and keep the tray covered in food safe wrapping, such as plastic wrap.</p>	<p>AT MARKET</p> <p>Eggs must be clean and held at 45°F or lower at all times.</p> <p>Note: Reusing egg cartons runs the risk of contamination; consider asking patrons to bring their own</p>	<p>AT MARKET</p> <p>Most fruits and vegetables only require basic coverage for protection from outside contamination, but since, for example, cut melon, cut leafy greens and cut tomatoes are a TCS Food** (see note below), they must be held at 41°F or lower. This applies to samples as well.</p>
<p>AT MARKET</p> <p>Keep products at 41°F or lower</p>	<p>AT MARKET</p> <p>Un-refrigerated samples may be left out for tasting no more than 4 hours (any leftovers then cannot be re-cooled or used again, they must be thrown away).</p>	<p>AT MARKET</p> <p>You do not have to pay the \$40 annual fee to VDACS, although you are still required to comply with all applicable laws and regulations (outlined here).</p> <p>* Exemptions: Apply to ACIDIFIED CANNED FOODS and BAKED GOODS, JAMS AND ...:</p> <p>Must be produced in a private home. Must be sold at farmers' markets, from the private home where product is manufactured or to an individual for their own consumption. These products cannot be sold to other businesses (i.e. grocery stores), for resale, on the internet or across state lines.</p> <p>** Time and Temperature Controlled for Safety (TCS) Foods require temperature control because they are capable of supporting the growth of various infectious microorganisms or toxins. These foods include meats, dairy products, eggs, mushrooms, cut melons, cut tomatoes, cut leafy greens, and heat-treated plant food such as cooked rice, beans, and vegetables.</p>			
<p>Please keep your most recent VDACS inspection reports on hand with you at the market.</p>	<p>Home/facility inspection by VDACS not required, but it is suggested to contact your local health department for any local inspection requirements.</p> <p>You must obtain licensing and permitting through VDACS. Product registration may also be required.</p>				
<p>LABELLING</p> <p>Name and Address of Manufacturer/Distributor</p>	<p>LABELLING</p> <ol style="list-style-type: none"> Product Name Intended Species Quantity Statement Guaranteed Analysis Ingredient Statement 				
<p>AT MARKET</p> <p>Can be sold either pre-packaged or in a bulk, self-serve style.</p>	<p>AT MARKET</p> <p>Can be sold either pre-packaged or in a bulk, self-serve style.</p>				